

East Providence Housing Authority
REGULAR MEETING
October 23, 2012

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at Harbor View Manor. The meeting was called to order at **4:30PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, Patricia Diffley, John Faria, Dorothy Tillou, Antero Braga, M. Luci Stoddard, and Executive Director Theresa Correia.

RESIDENT & PUBLIC CONCERNS:

None

APPROVAL OF MINUTES:

Regular Meeting 9/25/12: Motion by Vice Chair Vargas to accept the minutes as presented, seconded by Commissioner Tillou. All Commissioners voted aye.

Special Meeting 10/3/12: Motion by Vice Chair Vargas to accept the minutes as presented, seconded by Commissioner Tillou

DIRECTOR'S REPORT:

Director Correia reported on the following:

- Director Correia informed the board that a small stove fire, had happened the night before. It was contained to the stove, mostly smoke. Smoke alarm went off in the unit. The tenant fell asleep in his chair and did not hear the alarm. A neighbor heard it and went in and woke him. A letter will be sent stressing the importance of being vigilant when preparing meals.
- A vendor for website has been selected. Hull Graphics will begin working with our office to design a layout and gather content. We are very excited for it to be up and running. Vice Chair Vargas asked if the Public Housing application would be available on it.
- All work is complete at City View Manor and Goldsmith Manor. Architect is preparing Certificate of Completion, and releases. Tenants very pleased with their new windows.
- Warren Avenue hot water tank work is going smoothly. Correia reported that the old tank had been cut up and removed. No hazardous material was encountered. They are running pipe for the new tanks, have repaired the floor, and painted the walls in the room.
- Correia welcomed the addition to our staff of Fiorella Santana as the new section 8 specialist. With over 80 resumes received for the vacant position of section 8 specialist, she interviewed 7 with Section 8 Coordinator, Rose Ott. Rose and Gary have been working hard and doing an amazing job of keeping up in the department. Ms. Santana comes to us from Sovereign Bank, where she was a Head Teller. Her outstanding references, her ability to adapt and learn quickly, and the fact that she is fluent in Spanish, are all qualities that impressed us. We are happy to have her on board.
- Director Correia handed out information with regard to bed bugs. She explained to the board that there have been a few infestations reported in the building. Given that we are treating the cases aggressively and also performing preventative treatments in adjacent units, Correia felt it was best to hold an informational session for the tenants. It was put on by A & D Pest Elimination and attended by over 70 of the tenants in the building, and went very well. Correia explained that this was not something that was new in apartment complexes, or new to the EPHA. Tenants need to be a part of the prevention in order for it

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to work. Correia informed the board that the Bed Bug Policy should be ready for the next board meeting.

- With October being Housing America Month, the PH Assoc. of RI (PHARI) put together a program at the Johnston Senior Center. Some of our office staff and a representation of tenants from our buildings attended. Families shared stories of how they have benefited from public housing. Several political figures were present and a light lunch was served.

Commissioner Faria moved and Commissioner Tillou seconded to approve the Executive Director's report as presented. The motion carried.

PUBLIC HOUSING VACANCY REPORT

Commissioner Faria moved and Commissioner Tillou seconded a motion to approve the report. The motion carried.

SECTION 8 OCCUPANCY REPORT

A motion was made by Vice Chair Vargas, seconded by Commissioner Faria to accept the report as presented. The motion carried.

FAMILY SELF SUFFICIENCY REPORT

A motion was made by Commissioner Diffley, seconded by Commissioner Tillou to accept the report as presented. The motion carried.

PAID BILL REPORT

September 2012 - \$409,089.93 Commissioner Faria moved approval of the September 2012 Paid Bill Report. That motion was seconded by Commissioner Tillou and passed unanimously.

REQUISITIONS:

Automatic Temperature Control: \$17,150.94 A motion was made by Commissioner Faria to approve the payment. Second was made by Commissioner Diffley. By a voice vote the motion carried unanimously.

APPROVALS

Goldsmith Manor/Interior Hallway Upgrade Bids

Pezzucio Construction	\$745,000
JJ Cardoso Inc	\$465,452
United Home Construction	\$377,000
C & D Construction	\$311,900
Coletta Contracting	\$398,700
Allstate Builders Inc	\$329,900
Freeport General Contracting	\$228,390

Commissioner Faria moved and Vice Chair Vargas seconded the motion to award the above contract to the recommended and low bidder, Freeport General Contracting Inc. The motion carried unanimously.

FYI: 2013 PHADA Commissioners Conference

ADJOURNMENT

At 5: 10PM upon a motion by Commissioner Stoddard with a second by Commissioner Diffley the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

Theresa M. Correia
Executive Director
Transcribed by tmcorreia